




## **DIVISION MEMORANDUM**

**No. \_\_\_, s. 2018**

**TO :** Assistant Schools Division Superintendent  
Chief Education Program Supervisors and Staff (CID and SGOD)  
School Heads (Elementary and Secondary)  
Other Concerned Personnel

**FROM :**  **ROY ANGELO E. GAZO**  
Schools Division Superintendent

**Subject :** **Compliance to Dep. Ed. Order Numbers 11 and 12, Series of 2018**

**Date :** March 16, 2018

1. All persons concerned are instructed to secure a copy, read and follow the following Dep. Ed. Orders:
  - D. O. 11, s. 2018 - Guidelines on the Preparation and Checking of School Forms
  - D. O. 12, s. 2018 - Revisions to D. O. 6, s. 2018 (School Year 2017 – 2018 K to 12 Basic Education Program End of School Year Rites)
2. For those schools which have not made and submitted its certificates / diploma up to today March 16, 2018, you are hereby instructed to use and follow the templates provided in the D. O. 12, s. 2018.
3. For strict compliance.